

**BY ORDER OF THE COMMANDER,
374TH AIRLIFT WING**



**AIR FORCE MANUAL 23-110, VOLUME 2,
PART 4, CHAPTER 2**

**374TH AIRLIFT WING COMMAND
Supplement 1**

5 SEPTEMBER 2003

Supply

**REMOTE PROCESSING SYSTEM
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement applies to the 374th Logistics Readiness Squadron (374 LRS), the 374th Civil Engineer Squadron (374 CES), and the 374th Communications Squadron (374 CS).

SUMMARY OF REVISIONS

This revision identifies the required changes in the format, title, and renumbering of all paragraphs to correspond to the basic manual. A bar (|) indicates revision from the previous edition.

AFMAN 23-110, Volume 2, Part 4, Chapter 2, is supplemented as follows:

2.11.2. The shift leader or duty operator will notify 374 CES Customer Service (374 CES/CEOAX) as soon as an unscheduled power failure occurs.

2.11.2.1. (Added) Air-conditioning maintenance will be performed as follows:

| 2.11.2.1.1. (Added) 374 LRS Systems Management Section (374 LRS/LGRSS) personnel or assigned building custodian will conduct a daily visual inspection when an abnormal occurrence interferes with operations. Contact 374 CES/CEOAX for any adjustments or repairs needed.

2.11.2.1.2. (Added) 374 CES/CEOAX will schedule and perform recurring system maintenance as needed.

| 2.11.2.2. (Added) Repairs needed for support of the site environmental systems, such as electric power, backup power generators, or air-conditioning systems must be performed on a priority basis. Close coordination between responsible shop chiefs and 374 LRS Management and Systems Flight (374 LRS/LGRS) Chief is needed to preclude unnecessary downtime.

2.11.2.3. (Added) 374 CES/CEOAX has responsibility to train 374 LRS/LGRSS and 374 LRS Readiness Section (374 LRS/LGRRR) personnel in the operation of backup power generators and certify completion of training by memorandum. A current memorandum will be posted inside the generator panel per AFI 32-1063, *Electric Power Systems*.

2.11.3. (Added) During normal duty hours, communications maintenance needed for support of terminals, such as telephone line maintenance, must be performed on a priority basis provided that automated data processing equipment maintenance personnel or contractors have completed troubleshooting their equipment and determined that it is indeed a communications trouble. Close coordination between shop chiefs and 374 LRS/LGRS is needed to preclude extended downtime.

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